



STATE OF TENNESSEE  
SECRETARY OF STATE

**REQUEST FOR PROPOSALS # 30501-01822  
AMENDMENT # 1  
FOR PUBLICATION OF THE TENNESSEE BLUE  
BOOK**

**DATE: July 28, 2021**

**RFP # 30501-01822 IS AMENDED AS FOLLOWS:**

- 1. This RFP Schedule of Events updates and confirms scheduled RFP dates. Any event, time, or date containing revised or new text is highlighted.**

EVENT	TIME (central time zone)	DATE
1. RFP Issued		July 9, 2021
2. Disability Accommodation Request Deadline	2:00 p.m.	July 13, 2021
3. Pre-response Conference	2:00 p.m.	July 15, 2021
4. Notice of Intent to Respond Deadline	2:00 p.m.	July 19, 2021
5. Written "Questions & Comments" Deadline	2:00 p.m.	July 22, 2021
6. State Response to Written "Questions & Comments"		July 28, 2021
7. Response Deadline	2:00 p.m.	July 30, 2021
8. Vendor Presentations (In person)		August 2, 2021
9. State Completion of Technical Response Evaluations		August 4, 2021
10. State Opening & Scoring of Cost Proposals	2:00 p.m.	August 5, 2021
11. State Notice of Intent to Award Released <u>and</u> RFP Files Opened for Public Inspection	2:00 p.m.	August 5, 2021
12. State sends contract to Contractor for signature		August 9, 2021
13. Contractor Signature Deadline		August 11, 2021

- 2. State responses to questions and comments in the table below amend and clarify this RFP.**

Any restatement of RFP text in the Question/Comment column shall NOT be construed as a change in the actual wording of the RFP document.

RFP SECTION	PAGE #	QUESTION / COMMENT	STATE RESPONSE
		When will the print files be ready?	Print files will be submitted to the vendor by the end of the day on October 25, 2021.
A.5		I see where the first delivery is requested for 1/6/2022, When is the balance due?	The balance is due on or about January 20, 2022.
		What do you mean by composite proof in A.3/b/ii?	This is a proof of the entire book that includes all the text and images.
		We offer 4-color laser proofs for our hard proofs. Will that work?	Yes, this will work.
Pro Forma – Section E.4		Are you OK with + or – 5% from the quantity ordered? This allows for the manufacturing process because of the large quantity that will be placed.	No, we are not OK with + or – 5%. Section E.4 of the Pro Forma Contract states that “No over or under run of books will be accepted.”
		I have a book from the 2019-2020 (yellow cover). It has an emboss on the front cover. Your specs do not mention anything about the emboss. Will this year’s book have the front seal embossed?	Yes, the 2021-2022 Blue Book will have the front seal embossed.
		If so, our minimum thickness of the cover board is 98pt. Will that be ok?	We need to see a sample of the 98pt cover board before we can decide if this thickness will be okay or not.

**3. Delete Pro Forma Section A. 2 in its entirety and insert the following in its place** (any sentence or paragraph containing revised or new text is highlighted):

A.2. Printing and binding: The Contractor shall provide pre-press, printing, binding of \_\_\_\_\_ copies of the Blue Book that meets the following specifications:

- a. Smythe sewn, hardbound with a round back, including trim size 5 ½" X 8 ½". Contractor must print approximately 880 total pages with four (4) color available throughout (the Blue Book contains both 4-color and black pages, with full bleed);
- b. Trim size of the book shall be 5 ½" X 8 ½" with the following margins:
  - Outside margin (margin items exist): 0.5 inch (3 picas)
  - Gutter margin: – 0.5 inch (3 picas)
  - Bottom margin, below page number: 0.5 inch (3 picas)
  - True Bottom margin: -- 0.766667 inch (4 picas and 6 points)
  - Top margin above running head: 0.433333 inch (2 picas and 6 points)
  - True Top margin: 0.766667 inch (4 picas and 6 points)
- c. Printing the Blue Book on sixty (60) pound (LB) gloss text, number two (2), or equivalent. Recycled paper may not be used in production of the Tennessee Blue Book.

- d. Covers consisting of eighty (80) point board in (ten) 10-point Fibermark Skivertex or equivalent, and all shall be finished with a linen weave finish, in #5517 blue vellin. The Contractor shall ensure that all Blue Books have headbands in blue and white and shall be stamped on the front and spine. The Contractor shall ensure that stamping and artwork of the spine and cover have been provided to Contractor by State. Contractor shall stamp the book in imitation silver **and emboss the seal on the front cover**. The Contractor shall submit material samples for approval by State within ten (10) days of the effective date of this Contract.
- e. The State will determine the amount of books to be bound for the initial delivery. The remaining books will remain unbound until the Contractor is notified by the State to bind and deliver.
- f. All Blue Books have a bound-in ribbon bookmark. The Contractor shall ensure that the Blue Books have a silver single faced satin ribbon that has a width of 3/8" and length of 11" and that the end of the Blue Book shall be cut at an angle.

**4. Delete Pro Forma - Section A.4 in its entirety and insert the following in its place (any sentence or paragraph containing revised or new text is highlighted):**

**A.4.** Proofing, Correction and Final Approval: The Contractor shall conform to the following proofing schedule:

- i. The first stage of proofing will be a digital, web-based PDF proofing process that is to include preflight checks for minimum resolution, font embedding, and proper color profile. This proof will show issues to be addressed - with an option to upload a new book in its entirety or to make single page edits as needed.
- ii. The second stage of proofing will consist of a black and white printed composite proof for the entire book and a separate fully functional cover.
- iii. The final stage of proofing will be a full mock-up of a finished book minus the cover. All of these must be approved before press plates are made. All books must be Smyth sewn. All cover stock must be submitted to the State for approval within ten (10) days after the effective date of this Contract. The composed book including digitized images and text will be transmitted to the vendor in electronic format via web based digital transfer, the means by which will be provided by the vendor. Technical aspects of the production process should be discussed with Robert Greene at (615) 253-4571.
- iv. A press check is required. The company will coordinate with the Division of Publications to ensure that a State employee may be present to conduct a press proof of all signatures included in the Blue Book.
- v. Contractor shall provide at least five hours of corrections to copy as specified by the State.

**5. Delete Pro Forma - Section A.5 in its entirety and insert the following in its place (any sentence or paragraph containing revised or new text is highlighted):**

- A.5** Delivery Requirements: The Contractor shall ensure that the initial delivery of takes place on or before January 6, 2022. Subsequent deliveries will be scheduled by the State. The Contractor shall deliver up to four (4) morning shipments prior to 8:00 a.m. CST to the following address in downtown Nashville with quantities, times and address to be specified by the State prior to delivery. The address is as follows:

General Services Warehouse  
6500 Centennial Blvd.  
Nashville, TN 37243

- 6. Delete Pro Forma - Section A.6 in its entirety and insert the following in its place (any sentence or paragraph containing revised or new text is highlighted):**

- A.6.** Warranty: Contractor represents and warrants that the term of the warranty ("Warranty Period") shall be the greater of the Term of this Contract or any other warranty generally offered by Contractor, its suppliers, or manufacturers to customers of its goods or services. The goods or services provided under this Contract shall conform to the terms and conditions of this Contract throughout the Warranty Period. Any nonconformance of the goods or services to the terms and conditions of this Contract shall constitute a "Defect" and shall be considered "Defective." If Contractor receives notice of a Defect during the Warranty Period, then Contractor shall correct the Defect, at no additional charge.

Contractor represents and warrants that the State is authorized to possess and use all equipment, materials, software, and deliverables provided under this Contract.

Contractor represents and warrants that all goods or services provided under this Contract shall be provided in a timely and professional manner, by qualified and skilled individuals, and in conformity with standards generally accepted in Contractor's industry.

If Contractor fails to provide the goods or services as warranted, then Contractor will re-provide the goods or services at no additional charge. If Contractor is unable or unwilling to re-provide the goods or services as warranted, then the State shall be entitled to recover the fees paid to Contractor for the Defective goods or services. Any exercise of the State's rights under this Section shall not prejudice the State's rights to seek any other remedies available under this Contract or applicable law.

- 7. Delete Pro Forma - Section A.6 in its entirety and insert the following in its place (any sentence or paragraph containing revised or new text is highlighted):**

- A.7.** Inspection and Acceptance. The State shall have the right to inspect all goods or services provided by Contractor under this Contract. If, upon inspection, the State determines that the goods or services are Defective, the State shall notify Contractor, and Contractor shall re-deliver the goods or provide the services at no additional cost to the State. If after a period of thirty (30) days following delivery of goods or performance of services the State does not provide a notice of any Defects, the goods or services shall be deemed to have been accepted by the State.

- 8. RFP Amendment Effective Date.** The revisions set forth herein shall be effective upon release. All other terms and conditions of this RFP not expressly amended herein shall remain in full force and effect.